

THE IRONBRIDGE GORGE MUSEUM TRUST

JOB DESCRIPTION

Role Title: Finance Assistant (Payroll and AP/AR)

Reports to: Head of Finance

Hours: 36.5 hours per week over 5 days

Salary: c£ 24,000 depending on experience

Location: Head Office, Coalbrookdale.

Function:

To work as a member of the Finance Department team responsible for monthly payroll, associated analysis and postings. Duties also include Accounts Payable and Accounts receivable.

DUTIES INCLUDE:

- Payroll
 - Process monthly payroll
 - Checking holiday and sickness records and ensuring compliance with necessary statutory regulations
 - Use of Sage Payroll system and cost analysis
 - Preparation of payroll related payments, pensions etc
 - Post payroll journal
- Purchase Ledger support:
 - Issue, process and check purchase orders and then pair with invoice and ensure the correct authorisations are obtained
 - Prepare payment runs and reconcile purchase ledger.
- Cash and bank entries
- Prepare and share weekly labour costings with departments
- Month end journals – including payroll accrual
- Raise sales invoices for IGMT and IGTC and perform credit control
- Perform payroll, AP & AR balance sheet reconciliations
- Any other reasonable duties commensurate with the post.

THE IRONBRIDGE GORGE MUSEUM TRUST

BUDGETS HELD:

- None

STAFF REPORTING DIRECTLY:

- None

PERSON SPECIFICATION

Essential:

- Numerate
- Payroll experience
- Team player
- Excellent knowledge of Excel and Word

Desirable:

- Time and Attendance System experience
- Sage payroll experience

Signed (postholder): Printed: Dated:

Signed (manager): Printed: Dated:

This job description is subject to periodic review.